

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Assistant City Engineer

BAND	GRADE	
E	922	
DEPARTMENT: Public Works	ACCOUNTABLE TO: City Engineer	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for assisting the City Engineer in the operation of the Engineering Division. Duties include: supervising engineering technicians; drafting and reviewing ordinances; assisting in the development of the department budget; coordinating workloads for the division; negotiating contracts; participating in the development of capital improvement budgets; designing, approving and managing Public Works engineering and construction projects; managing permit activities; preparing and/or approving studies, investigations, evaluations, reports and other public works documents; and, making presentations to the City Council and other committees.		
DISTINGUISHING CHARACTERISTICS: This is the sixth level of a six level engineering series. The Assistant City Engineer is distinguished from the Project Manager in that the Assistant City Engineer has overall responsibility and accountability for an assigned section of the Engineering division versus specific projects.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Manages major capital improvement programs and projects; and assists City Engineer in a variety of assignments.	Daily	
2.	Supervises engineering technicians which includes planning and overseeing projects; training employees on proper methods and procedures; scheduling, assigning and monitoring work; conducting performance evaluations; and, conducting safety meetings.	Daily	
3.	Performs engineering activities and implements goals and objectives of the engineering department to include: drafting and reviewing City ordinances, resolutions, and code revisions; negotiating contracts; managing permitting activities; enforcing City policies and regulations; evaluating operations; making recommendations for improvements or changes; coordinating activities with other departments and agencies; planning projects; assisting in budget preparation; and, participating in the development of capital improvement budgets.	Daily	

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4.	Designs and manages public works engineering and construction projects to include preparing and/or approving studies, contract documents, plans and specifications, cost estimates, investigations, evaluations, reports, invoice approval, change orders, and other documents.	Daily	
5.	Oversees and may assist in performing public works and construction project management, including inspection activities of construction in the public right-of-way; reviewing private development projects for compliance with engineering practices and City standards and approving subdivision plats and improvement plans.	Daily	
6.	Receives and responds to public complaint requests by acting as a liaison with citizens and other departments, resolving or facilitating resolution on construction related conflicts and recommending alternative courses for action/implementation.	Daily	
7.	Oversees and may assist in obtaining easements, permits and other required construction related documents; prepares various agreements with private developers and other governmental agencies.	Daily	
8.	Completes and maintains records and files, prepares reports and gives presentations to the City Council.	Daily	
9.	Oversees and may assist in performing standard and quality control testing and/or orders detailed testing, including concrete testing; analyzes results.	Weekly	
10.	Reviews and approves applications for right-of-way permits, water and sewer service, and hot tap permits.	Weekly	
11.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Administration principles, including implementing goals and objectives;
- Strategic planning theories and principles;
- Budgeting theories and principles;
- Standards and practices governing Public Works and Right-of-Way;
- Mathematical computations;
- Standard civil engineering practices;
- Inspection and testing procedures;
- Federal, state and local laws, codes and regulations;
- Construction techniques and activities;
- Surveying principles and practices.

Skills (position requirements at entry):

Skill in:

- Coordinating projects;
- Preparing engineering drawings and designs;
- Applying project management techniques;
- Preparing clear and concise reports;
- Performing complex mathematical calculations;
- Preparing cost estimates;
- Using surveying equipment;
- Operating related equipment;
- Performing standard testing;
- Using computers and related software applications;
- Reading and interpreting drawings and specifications;
- Reviewing plans and drawings;
- Developing agreements;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Civil Engineering or related field and four years of experience in the engineering or construction field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Registration in Arizona as a Professional Engineer or ability to obtain within six months.

Physical Requirements:

Positions in this class typically require: sitting, standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Positions in this class occasionally require: climbing, balancing, stooping, kneeling, crouching and reaching.

Incumbents may be subjected to moving mechanical parts, odors, dusts and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

Rev. 09/04 (skm); 06/07 (jls); 08/07 (sjp)

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